

Bicycle Parking

Code: ANCMF-AU-R-BP-01 • Facility: Retail • Frequency: daily

Scope of Work

- Remove all rubbish and debris from the bicycle parking area.
- Sweep and mop the floor to remove dirt and grime.
- Wipe down all surfaces, including bicycle racks and signage, with a sanitising solution.
- Ensure all rubbish bins are emptied and cleaned.
- Check for and remove any cobwebs or dust from corners and ceilings.
- Inspect and clean any glass surfaces, ensuring they are streak-free.
- Ensure all cleaning activities comply with Australian workplace health and safety requirements.

Method

1. Begin by collecting all visible rubbish and debris, placing it in the appropriate rubbish bins.
2. Use a broom to sweep the entire area, focusing on corners and under racks.
3. Prepare a mop with a suitable cleaning solution and mop the floor thoroughly.
4. Use a cloth and sanitising solution to wipe down all surfaces, including racks and signage.
5. Empty rubbish bins, replace liners, and clean the bins with a disinfectant.
6. Use a duster or vacuum with a brush attachment to remove cobwebs and dust from high areas.
7. Clean glass surfaces with a glass cleaner and a microfibre cloth, ensuring no streaks remain.

Equipment

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| • Broom and dustpan | • Sanitising solution and cloths | • Duster or vacuum with brush attachment |
| • Mop and bucket with cleaning solution | • Rubbish bin liners | • Glass cleaner and microfibre cloth |

Quality Criteria

Performance Level	Criteria
Excellent	No visible rubbish or debris; floors are spotless and dry; all surfaces are sanitised and free of marks; bins are clean and odour-free; no cobwebs or dust present; glass surfaces are crystal clear.
Good	Minor rubbish or debris present; floors are clean with minimal moisture; surfaces are mostly sanitised with few marks; bins are mostly clean with minimal odour; few cobwebs or dust present; glass surfaces have minor streaks.
Pass	Some rubbish or debris present; floors are somewhat clean with noticeable moisture; surfaces have visible marks; bins have some odour; cobwebs or dust are noticeable; glass surfaces are streaky.
Fail	Significant rubbish or debris present; floors are dirty and wet; surfaces are unsanitised with many marks; bins are dirty and odorous; cobwebs or dust are prevalent; glass surfaces are dirty and streaked.